

Training Guide

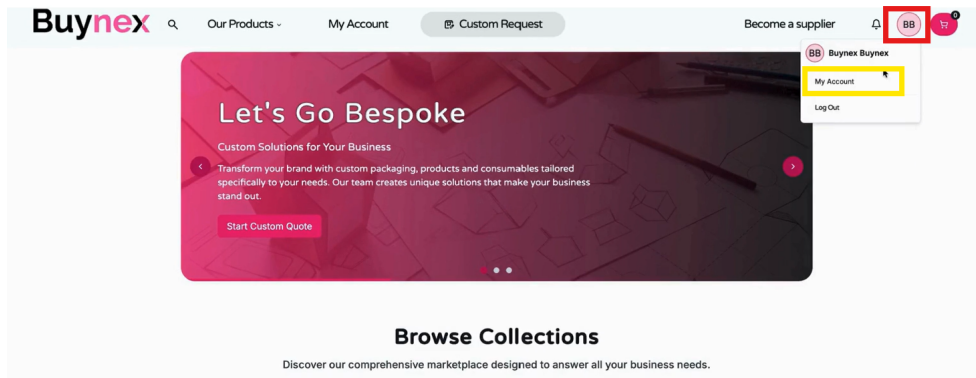
SUS010:

Add Team Member

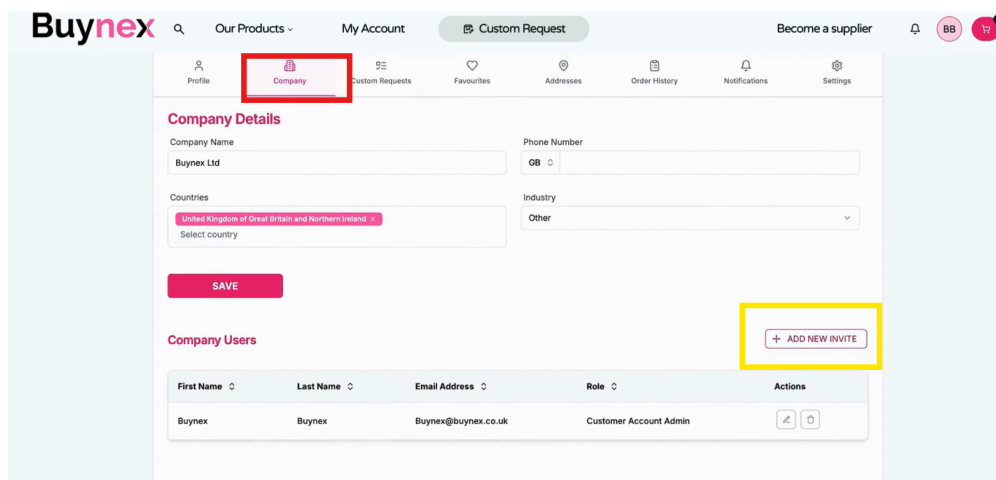
Learn how to invite a new team member to your company by adding their email and sending an invite.

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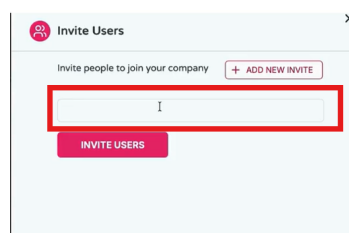
Step 1: Navigate to My Account (top right of the screen)



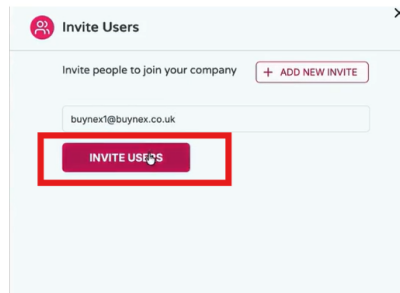
Step 2: Open the Company section, scroll down to Company Users and click Add New Invite



Step 3: Enter the team member's email address



Step 4: Click Invite Users



The user will now receive an email to set up their account and join your company

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